



DC Parks and Recreation

Permit Office

3149 16th Street, NW
Washington, DC 20010

Telephone: (202) 673-7667 Fax: (202) 671-2852



PERMIT APPLICATION FORM (PAF)

INSTRUCTIONS FOR COMPLETING THIS FORM CAN BE FOUND ON THE SECOND PAGE OF THIS APPLICATION

1. Please list your request/s:

Example: ball field, basketball court, tennis court, multi-purpose room & kitchen, gymnasium, sound-stage/special equipment (see page 3 of this application for equipment list), park site, etc.

2. Check the type of event:

<input type="checkbox"/> Youth Specify type: _____	<input type="checkbox"/> Senior Specify type: _____	<input type="checkbox"/> Adult Sport Specify type: _____
<input type="checkbox"/> Family Specify type: _____	<input type="checkbox"/> Community Specify type: _____	<input type="checkbox"/> Other Specify type: _____

*** IF THIS IS NOT A BALL FIELD REQUEST - PLEASE SKIP QUESTION 3**

3. -Is this application for an organized sports league? Yes _____ No _____
-If "Yes" please indicate the number of teams in your league _____
-Is this request for games or practices _____ (please note: game-dates should be requested separately)
-If this is a request for games, please indicate the, highest number, expected attendance at any one game _____.

4. Please list anticipated number of persons who will attend your event _____
Is this permit for a Special Event/Large Festival (more than 250 people)? Yes _____ No _____
If "Yes" please adhere to instructions for "Special Events" on pages 5-6 of the Permit Procedures Manual.

5. Please complete the following:

Site Requested or Location of event (Facility Name, Street Address or Intersection) [You may provide alternate choices on page 2 of this Permit Application Form]		Date(s): _____ Days of the week: _____
Name, Group, Organization or Team Name:		Starting Time: _____ Ending Time: _____
Non Profit? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is applicant a DC Resident? <input type="checkbox"/> Yes <input type="checkbox"/> No What percentage of participants in your event are DC residents? ____%	Annual Event? <input type="checkbox"/> Yes <input type="checkbox"/> No

Representative

Name: _____

Address: _____ City: _____

State: _____ Zip: _____

Phone (H): () _____ Phone (W): () _____ Fax: () _____

Pager: () _____ Cell Phone: () _____ E-

mail: _____

Applicant signature: _____

Date: _____

(Signature)

(Print name)

...continue

PERMIT APPLICATION FORM (PAF) (continued)

Instructions for completing page 1 of the Permit Application Form (PAF) (reverse):

Question #1: In the space provided, list all of your requests. For the use of a National Park Service picnic groves or volleyball courts the applicant must apply in person at DC Parks and Recreation headquarters: 3149 16th Street, NW, Washington, DC.

Question #2: Check the type of event to be held. The following are examples of types of events:

➤**Youth Event:** Youth Sport; City-wide Children's Festival; Youth Halloween Party; Youth Birthday Party...

➤**Senior Event:** City-wide Prayer Breakfast for Seniors; Concert for Seniors; Neighborhood Senior Fitness Program...

➤**Family Event:** Wedding; Family Reunion; Retirement Celebration...

➤**Other Event:** PTA Meeting; Block Association Meeting; High School Reunion...

➤**Community Event:** Community Reunion; Community Picnic...

Question #3: All ball field requestors should review and complete this section (appropriately)

Question #4: If your application is for a public gathering/festival that is expected to attract more than 250 people, please adhere to the instructions for "Special Events/Large Festivals" listed on pp. 9-11 of the Permit Procedures Manual.

Question #5: Please submit completed information as requested.

Important Note: The event representative must sign and date the Permit Application Form

Submission Process: This Permit Application Form must be completed and mailed or hand-delivered to: DC Parks and Recreation, Permit Office, 3149 16th Street, NW, Washington, DC 20010, or faxed to (202) 671-2852.

Please note that incomplete Permit Application Forms may delay the permitting process.

Alternate Location

In the event the location requested is not available, please provide three alternate locations. Be sure to include the date and time of the event. A list of properties is provided in Appendix A of the Permit Procedures Manual.

Location	Date(s) and Time(s)
1.	
2.	
3.	

**Special Equipment Request
(Complete if applicable)**

Year 2002 Fee Schedule Rental of Special Equipment					
Description	Unit Price (\$/day)	Deposit	Description	Unit Price (\$/day)	Deposit
Large Showmobile (32' x 16')	\$550.00	\$300.00	Podium	\$20.00	\$20.00
Medium Showmobile (28' x 16')	\$450.00	\$150.00	Platform (4' x 6' x 2') (Not recommended for dancing/stepping)	\$20.00	\$20.00
Small Showmobile (20' x 16')	\$350.00	\$100.00	Microphone	\$10.00	\$20.00
Generator	\$50.00	\$20.00	Lecternette	\$25.00	\$20.00
Large P.A. System with microphone	\$100.00	\$20.00	Picnic/Sports Kit (Late Return Charge): DC Resident: \$15/day Non-Resident: \$20/day	DC Resident Rental Fee: \$25/day Non-Resident Rental Fee: \$30/day	\$30.00 \$30.00
Small P.A. System with microphone	\$50.00	\$20.00	Tent (20' x 40') 1 st day rental Each additional day	\$600.00 \$100.00	N/A N/A

Please list number and type of equipment needed (if any)

***Rental period for showmobiles is March 1 thru October 31**

Fees and Payment:

Please refer to the fee payment schedule for each type of permit listed in the Permit Procedures Manual. **Do not submit payment with your application.** You will be requested to submit payment when you receive your Notice of Availability.

Important Information:

The issuance of a permit creates a responsibility for your organization to comply with existing District of Columbia regulations and laws. DC Parks and Recreation (DPR) coordinates with the Metropolitan Police Department to ensure that permit holders adhere to required regulations and laws. Police Officers and the DPR's Urban Park Rangers (UPR) will conduct random checks to ensure that the safety and welfare of

the community are preserved and the laws and regulations of the District of Columbia are upheld.



District of Columbia regulations prohibit fund-raising (this includes taking and offering donations) on District of Columbia government property. The only deviation from this regulation will be the engagement of vendors at Special Events/Large Festivals. This regulation stipulates that if an applicant engages any vendors, there will be a 20% per vendor collection fee to cover vending space. For more information, please call the permit office, (202) 673-7449/7667.

District of Columbia regulations prohibit the use of illegal substances, alcohol, explosives, firecrackers, firearms or weapons on District of Columbia government property.

Neither the District of Columbia government nor the DC Parks and Recreation will assume any responsibility for claims of personal injury arising during the period of use.

There are additional permitting rules and regulations that apply. Please refer to the section titled "General Rules" on the Permit Procedures Manual. If you would like to get information on obtaining a manual or if you require additional information, please contact our Permit Office at 202-673-7449 or our Customer Service Center at 202-673-7647.

Fold along this line and mail

Place
Stamp
Here

DC Parks and Recreation
3149 16th Street
Washington, DC 20010
Attention: Permit Office

Fold along this line and mail
